

8.9 HRMS Step by Step Guide Termination of 9 Pay 12 Contract - Workforce Administration Module Plus Additional Info on End of Spring-Semester Terminations

Overview: This guide provides instruction for terminating **Contract Pay Faculty on 9 pay 12 contracts** who terminate *during* the course of their contracts. It is a <u>two- part</u> process. The contract pay must be adjusted since the employee will not be working for the full contract period and should not receive the full contract pay amount. Also, the termination must be recorded.

This guide also provides information for Contract Pay Faculty on 9 pay 12 contracts who terminate at the *end* of the Spring Semester.

In version 8.9, Oracle/PeopleSoft has changed the name of Administer Workforce to Workforce Administration.

Note: The screen shots used in this guide may not be representative of your access.

Termination of 9 Pay 12 Contract Type

1. Navigate to Job	Colorado
Data page	Menu
1.5	Search: Main Menu >
	Workforce Administration
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- 3. Work Location page displays
- Click to insert a row
- Effective Date defaults to current date. Change to effective date of the change. Date must be equal to 1st day of pay period for which payroll deadline has not passed
- Choose Action "Pay Rate Change" and Reason "CRG"
- Click to record comments related to the termination

4. Calculate New Compensation Amount based on termination date. See example:

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Example: Academic Year salary = \$84,000. Employee terminates effective March 19. Calculate new total contract amount owed.

Part I- \$84,000/2 = \$42,000. Employee worked entire Fall Semester & should receive full pay.

- Part II- Calculate amount owed for Spring. First, calculate # of days in the semester to get daily rate. For this example, 90 days in a semester is assumed. \$42,000/90 = \$466.67 daily rate.
- Part III-Calculate # of working days in Spring Semester faculty member has worked & multiply by daily rate. Assume 38 days have been worked. (Note: Official University holidays for your campus are counted as working days.) \$466.67 x 38 = \$17,733.46
- Part IV- Add Fall salary & amount owed for Spring for new total salary. \$42,000 (Fall Semester) + \$17,733.46 (Spring Semester) = \$59,733.46 \$59,733.46 = New Total Salary.

- 5. Click **Compensation tab**
- Enter new total salary amount in Comp Rate field
- Click Calculate Compensation Contract Pay
- Click
- Universityof Colorado Worklist Add to Favorites Compensation Summary C Q Contract Contract Pay Base Compensation Rate: 59,733.460000 📰 'Frequency: Total Compensation Rate: 59,733.460000 📰 Salary Administration Plan: 110 Grade: 000 Standard Hours: 40.00 Job Code: 1101 Professor Percent of Time: 100.00 FTE: 1.000000 Comparative Information Change Amount: -24,266.540000 USD Contract Change Percent: -28.889 Pay Rates 59,733.460000 USD USD Annual Daily Monthly 4,977.788000 USD Hourly 28.718010 USD Pay Components Customize | Find | H First 🗹 1 of 1 🕑 Last 'Rate Co o Rate Curre Fre 1 BASEC Q 0 59,733.460000 📰 USD С + -Calculate Compensation Save Return to Search Notify Previous tab Next tab Update/Display 🖉 Include History Work Location | Job Information | Payroll | Compensation | Employment Information

6. Contract Pay page displays

Click to insert a new row

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7. New Contract Pay row displays

- Effective date is 1st day of pay period for which the payroll deadline has not passed
- Enter Contract Pay Type of Pay Over 12 Months & Pay Terms
 Pay Over Contract
- Override Contract
 End Date with new
 Contract End Date &
 Begin Date if needed
- Check your work &
- 8. Compensation page re-displays

🗐 Save



- The contract has been adjusted to cover the period of time the employee actually worked
- The system will automatically pay the employee back any summer accrual as of the termination date

Contract Pay

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9. Employee must still be Terminated

- Termination transaction row cannot be added until payroll has processed for the month the employee is receiving his/her final pay.
 Employee must be in Active status to receive the final pay
- Wait until payroll has been processed and then enter termination row
- Example: employee's last working day is 3/19. Payroll processes on 3/22. Termination row must be entered after 3/22.
- Because termination date is 1st day the employee no longer works for the university, in this example, the effective date of termination is 3/20.

10. Complete Termination

- Click to enter notes relevant to the termination
- When notes have been added, review and save
- Contract has been adjusted to cover period employee actually worked, and employee has been terminated

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Additional Info for Terminating 9 pay 12 Contracts in May at End of Spring Semester

- 11. Contract Pay Accrual paid out through summer
- Insert row on Work Location page
- Effective Date must = 9/1/XX. An effective date for the termination cannot be prior to the payment end date of the contract.

Payment end date for 9 pay 12 is always August 31st.

- Insert appropriate notes about the termination and payout choice by clicking
- No adjustments need to be made to any other page
- Review and Save

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12. Contract Pay Accrual paid out end of May

- Insert row on Work Location page
- Effective date must be greater than the payment end date for the contract. The effective date of the termination will be 6/1/XX
- NOTE: This termination data must be entered and approved prior to May payroll deadline in order for employee to be paid in full on his/her May paycheck
- Enter appropriate notes
- On Compensation page, click Contract Pay button
 Contract Pay

13. Contract Pay page displays

- Insert row
- Enter effective date of 5/1/XX
- Payment Terms default to Pay Over 12 Months
- Change terms to Pay Over Contract
- Check Contract Begin and End dates.
 Change to actual contract Begin & End dates if necessary
- Click OK to return to Compensation page

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Regulatory Region:	USA	United States	Position Data	05/01/2001	
Company:	CU	University of Colorado	Appointment End Date:		
Business Unit:	UCOLO	University of Colorado			
Department:	10261	School of Education	Department Entry Date:	09/01/2007	
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Work Location | Job Information | Payroll | Compensation | Employment Information



14. Compensation page re-displays

- Review and Save
- Employee will receive all funds paid into his/her accrual account in May pay
- Employee will be terminated effective 6/1/XX

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